

P = Periodically, S = Spring, F = Fall, A = Annually

when
date
completed

FOUNDATION & MASONRY (basement, exterior walls): To prevent seepage and condensation problems		
Check basement for dampness and leakage after wet weather.	P	
Check foundation walls, steps, retaining walls, walks, patios, driveways, garage floors, etc., for cracks, heaving, crumbling.	S	
Check chimneys, deteriorated chimney caps, loose and missing mortar.	S / F	
Maintain grading, sloped away from foundation walls.	A	

ROOFS & GUTTERS: To prevent leaks, condensation, seepage and decay		
Check for damaged, loose or missing shingles, blisters.	S / F	
Check for leaking, misaligned or damaged gutters, downspouts (leaders), hangers (straps), gutter guards and strainers.	S / F	
Clean gutters, leaders, strainers, window wells, drains. Be sure downspouts direct water away from foundation.	P	
Cut back tree limbs growing on or over roof.	F	
Check flashings around roof stacks, vents, skylights, chimneys, antenna supports for leakage.	S / F	
Check vents, louvers and chimneys for birds' nests, squirrels, insects.	S / F	
Check fascias and soffits for paint flaking, leakage and decay.	S	

EXTERIOR WALLS: To prevent paint failure, decay and moisture penetration		
Check painted surfaces for paint flaking or paint failure.	S	
Check siding, shingles and trim for damage, looseness, warping and decay.	P	
Check exterior masonry walls for cracks, looseness, missing or broken mortar.	S	
Cut back and trim shrubbery against sidewalls.	S / F	

DOOR AND WINDOWS: To prevent air and weather penetration problems		
Check caulking and check for decay around doors, windows, corner boards, joints; recaulk as needed.	F	
Check glazing putty around windows.	F	
Check weather stripping.	F	

ELECTRICAL: For safe electrical performance		
Trip circuit breakers every 6 months; ground fault interrupters (GFIs) monthly.	P	
Mark and label each circuit.	P	
Check condition of lamp cords, extension cords and plugs. Replace at first sign of wear and damage.	P	
Check exposed wiring and cable for wear or damage.	A	
If fuses blow or breakers trip frequently, call a licensed electrician.	P	
If you experience slight tingling shock from handling or touching an appliance, disconnect the appliance and have it repaired. If lights flicker or dim, or if appliances go on and off unnecessarily, call a licensed electrician.	P	

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PLUMBING: For preventive maintenance		
Check faucets, hose bibbs and valves for leakage.	P	
Drain exterior water lines, hose bibbs, sprinklers, pool equipment in the fall.	F	
Check for leaks at sink, house traps and sewer cleanouts.	P	
Draw off sediment in water heaters monthly or per manufacturer's instructions.	P	
Have septic tank cleaned every 2 years.	P	

HEATING & COOLING: For comfort, efficiency, energy conservation and safety		
Change/clean furnace filters, air conditioner filters, electronic filters as needed.	P	
Clean and service humidifier.	P	
Have oil-burning equipment serviced annually.	A	
Clean around heating & cooling equipment. Remove leaves, dust, overgrown shrubbery, debris. Be sure power is off!	P	
On steam systems, "blow off" or drain low water cutoff per manufacturer's instructions or instruction tag.	P	

INTERIOR: General house maintenance		
Check bathroom tile joints, tub grouting and caulking. Be sure all tile joints in bathrooms are kept well-sealed with tile grout to prevent damage to walls, floors and ceilings below.	P	
To prevent freezing, keep garage doors closed in winter; wrap exposed waterlines and drains with insulation.	A	
Close crawl vents in winter and open in summer.	S / F	
Check underside of roof for water stains, leaks, dampness and condensation, particularly in attics and around chimneys.	A	
Keep attic louvers & vents open all year round. Check louver screening.	A	
Change batteries in smoke detectors.	A	

KNOW THE LOCATION OF:	
The main water shutoff valve.	
All electrical panel boxes, including main disconnect or breaker (never overfuse)	
The main emergency shutoff for the heating system	